



# GROUP HOUSING

Check if applicable,

Expedited

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City of Raleigh, NC  
Development Plans Review Center

P. O. Box 590, Raleigh, N. C. 27602  
Telephone: One Exchange Plaza 3<sup>rd</sup> Floor  
Telephone: (919) 516-2626 FAX: (919) 516-2684

Visit us at our web site:  
[www.raleighnc.gov/planning/dprc](http://www.raleighnc.gov/planning/dprc)

## Section A. SITE DATA SHEET

ALL PLANS REQUIRE THE FOLLOWING INFORMATION ON THE FRONT COVER OF DRAWING SETS:

DEVELOPMENT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

WAKE CO. PROPERTY IDENTIFICATION # (PIN): \_\_\_\_\_

ZONING DISTRICT(S): \_\_\_\_\_ TOTAL SITE ACRES: \_\_\_\_\_ INSIDE CITY LIMITS: \_\_\_\_\_

**NOTE: IF IN A CONDITIONAL USE ZONING DISTRICT, PLACE THE COMPLETE LIST OF ZONING CONDITIONS ON THE PLAN.**

CONDOMINIUM? (Y/N): \_\_\_\_\_ APARTMENTS (Y/N)? \_\_\_\_\_

BEDROOMS: # 1BR Units: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_

PROPOSED BUILDING HEIGHT (List heights of each building type): \_\_\_\_\_

OFF STREET PARKING: REQ'D: \_\_\_\_\_ PROVIDED: \_\_\_\_\_

STANDARD APPLIED: (for example, "1 space per one bedroom unit"): \_\_\_\_\_

**CLIENT** (Owner or Developer):

Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ ZIP \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**CONSULTANT / PROJECT MANAGER** (Person to act as staff contact for correspondence)

Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ ZIP \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**This site is subject to conditions of approval from a Board of Adjustment, rezoning, subdivision, or prior preliminary site plan action: YES \_\_\_\_\_ NO \_\_\_\_\_** If yes, list file number (SP-xx-00, Z-xx-00, A-xx-00, etc.) and affix a list of conditions to the site plan itself \_\_\_\_\_.

**OWNER'S SIGNATURE:** *In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed site plan as approved by the City.*

*I hereby designate \_\_\_\_\_ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Owner's name \_\_\_\_\_

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## Section B. SUBMITTAL CHECKLIST AND PROCEDURE

### (1) THIS APPLICATION IS FOR THE PRELIMINARY APPROVAL OF THE FOLLOWING PLANS:

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Site plans for GROUP HOUSING DEVELOPMENTS (Apartments or condominiums, greater than **two buildings** on a single lot, each building with at least 3 units within it).

### (2) PLANS MAY BE SUBMITTED TO THE DEVELOPMENT PLANS REVIEW CENTER, 3<sup>rd</sup> FLOOR ONE EXCHANGE PLAZA, MON-FRI BY 3:00.

### (3) APPROXIMATELY 10-15 BUSINESS DAYS A PLANNER WILL FORWARD COMMENTS TO YOU BY FAX OR E-MAIL.

Upon your response to these comments we will re-review the plan, and when all issues have been properly addressed, issue an approval letter. The approval letter may contain conditions of approval.

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**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF).** Please check the list below carefully before you submit:

- ☐ **FILING FEE FOR PRELIMINARY PLANS.**
- Checks may be made out to the City of Raleigh.
  - Payments may be made by cash, check, Visa or Master Card.

#### **Fees effective July 1, 2008**

Group housing developments	\$771.00
Infill project less than 2 acres	\$257.00
Infill project between 2 and 5 acres	\$514.00
If Expedited, an additional fee is required with submittal	\$720.00

Submittal fee covers 2 review cycles and file closeout.

Additional fee equal to the cost of your original submittal fee is required for every single subsequent review after two reviews.

- ☐ **THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner).
- ☐ **USING "IMAPS", PLEASE SUBMIT A HIGHLIGHTED COPY OF YOUR PARCEL WITH YOUR PIN # AND A MOST RECENT AERIAL PHOTO OF THE PARCEL.**
- ☐ **PLEASE SUBMIT AN IMAPS COPY OF THE PARCEL USING YOUR PIN# PLEASE HIGH LIGHT THE PARCEL, AS WELL AS A CURRENT IMAPS AERIAL PHOTO OF THE PARCEL.**
- ☐ **TEN SETS OF PROPOSED PLANS.** Maximum sheet size shall be 30" x 42". Plans must be to engineering scale (1" = 20', 1" = 100', etc.). Preliminary plans do not need an engineer's, surveyor's or landscape architect's seal. See Section C of this application for data to be included on preliminary plans.
- ☐ **WAKE COUNTY PUBLIC SCHOOLS NEW RESIDENTIAL DEVELOPMENT NOTIFICATION FORM**, completed (attached).
- ☐ **COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT OR CERTIFICATE OF APPROPRIATENESS** (if applicable).

**NEW ! A DIGITAL COPY OF ONLY THE SITE PLAN AND ELEVATIONS.**

The purpose of this image is to illustrate the basic character of the preliminary plan. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be provided in the form of **pdf** on a CD or 3 ½" floppy disk. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan.

***Label the CD or floppy disk with the plan name, case file number, and indicate how many times the plan has been resubmitted for review.***

**NOTE!!! A FINAL DIGITAL OR REDUCED COPY OF THE PLAN IS TO BE SUBMITTED TO THE COORDINATING PLANNER ONCE ALL STAFF REVIEW COMMENTS HAVE BEEN APPROVED.** It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be saved in any of the following formats, listed in order of preference: **.jpg, .gif, .pdf**, either on a CD or 3 ½" disk. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan.

## Section C. DATA TO BE SHOWN ON PLANS

**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF).** Please check the list below carefully before you submit

**(a) Sheet size.**

The preliminary site plan shall be drawn on one of three (3) standard sheet sizes. These are:

- eighteen (18) by twenty-four (24) inches;
- twenty-four (24) by thirty-six (36) inches;
- thirty (30) by forty-two (42) inches;

**(b) Key Information.**

- (1) A vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- (2) True north arrow, with north being at the top of the map;
- (3) Scale of the map using engineer's scale (1"=10', 1"=50', etc.) and date of preparation, including all revision dates;

**(c) Summary Information**

- (1) Project address, PIN number, subdivision name, phase and recorded lot number.
- (2) Zoning districts, overlay district designation, and copy of conditional use ordinance, if applicable.
- (3) Total amount of acreage within the project boundaries.
- (4) Dwelling and/or rooming unit calculations, and calculations for project density and density transfers.
- (5) Building heights and number of stories for each type of building proposed on the site, heights to be indicated in feet measured as per Sec. 10-2076(b).
- (6) Off street parking calculations, and basis for determination.
- (7) Existing easements, including width dimensions and book and page numbers.
- (8) The name of the development, name of the owner and agent, name, address and telephone number and fax number of the designer who prepared the plan;
- (9) All information included in Section A. of this application. (Owner's signature not required on plans);
- (10) Whether or not any portion of the development project is outside the city limits and connecting to city utilities, in which case the property owner must submit an annexation petition prior to any associated plat recordation or building permit issuance.

**(d) Building, Structure, Outdoor Use Information**

- (1) Site plan with all outdoor uses proposed, including but not limited to accessory uses or structures, storage, water and wastewater facilities, cemeteries.
- (2) Building elevations if necessary to indicate architectural features to reduce apparent scale and bulk in accordance with Sec. 10-2103(a)(2).
- (3) Setbacks including building-to-building setbacks, building-to-pavement setbacks and building-to-property-boundary dimensions.

- (4) Recreation use related to residential use, including clubhouses, pools, courts, etc.
- (5) Location of refuse, service, loading, utility service areas, and display areas.
- (6) Show all private utilities that serve a project shall be underground and originate from pad mounted or subterranean distribution points located off the public right of way per City of Raleigh Ordinance 10-3059.



**(e) Parking, Vehicular and Pedestrian Access**

- (1) Existing street names, together with state road numbers if applicable; proposed street names are to be submitted separately to the Planning Department c/o Mike McDow.
- (2) General horizontal alignment of existing and proposed streets and thoroughfares, showing centerline min. radii, pavement width, surface materials, curb and gutter, ditches and shoulder widths;
- (3) Existing and proposed sidewalks, on both public streets and within site, and abutting the subject property.
- (4) Cross-sections of typical proposed street widening;
- (5) Dimensions of medians, median openings, curb radii;
- (6) Vertical alignment of streets only when deemed necessary by the Transportation Director to properly determine the safety of proposed streets or driveways;
- (7) Driveway and access point locations, existing and proposed, with type, curb radii, dimensions, joint use and directional flow. For proposed driveways and access points, show the location of all: property lines, existing utility service areas, drainage devices, traffic signal control boxes, sewer clean-outs, fire hydrants, meter vaults, utility poles, street lights, catch basins or similar objects within seventeen (17) feet of the proposed centerline of the driveway for residential driveways and within twenty-three (23) feet of the proposed centerline of all other driveways;
- (8) Opposing driveways across public rights-of-way;
- (9) Existing and proposed right-of-way and slope easement dimensions within and abutting the subject property;
- (10) Sight triangles as set forth in §10-2086, including any structures within them, such as existing signs;
- (11) Any rights-of-way proposed to be closed;
- (12) Proposed private streets, dimensions and curb treatments;
- (13) Existing and proposed parking areas, bay dimensions, aisle dimensions and summary of required and provided parking.
- (14) Cross section and diagram of each floor of a parking structure.
- (15) Location of any off site parking.



**(f) Open Space and Landscaping**

- (1) Calculations for open space requirements shown in tabular form, and open space shown in plan view.
- (2) Open Space Type Indication of whether open space is to be calculated based on tree preservation or new tree plantings in accordance with Sec. 10-2103(d). An existing tree survey is required if the open space acreage is based on tree preservation.
- (3) Location of any Lakes or Ponds to be used for landscape reduction in accordance with Sec. 10-2103(d)(1)c.
- (4) Landscape plans showing requirements of City Code Chapter 10, Section 10-2082 and 10-2103(d).
- (5) Description of vegetation to be retained and removed in areas of both voluntary and mandatory preservation.
- (6) Identify all protected areas, including but not limited to Conservation Management Districts, natural resource buffer yards, Resource Management Districts and street buffer yards located along Type B Residential Thoroughfares designated in the Comprehensive Plan.
- (7) Natural resource buffer yards and impervious surface coverage in Reservoir Watershed Protection and Metro-Park Overlay Districts. Identify all drainage structures or velocity control devices in all protected and buffer areas.
- (8) Any alternate design request must include, at a minimum, lighting, signage, landscape fenestration and fencing details.
- (9) Location of trees which are designated an historic property, or champion trees designated either on the "National Big Trees List" or the "Champion Big Trees of North Carolina" list as compiled by the North Carolina Division of Forest Resources;



**(g) Stormwater and Floodprone Area Information.**

- (1) Existing and proposed contours of intervals at five (5) feet or less, referred to sea level datum;
- (2) Drainage swales, ditches channels, watercourses, and direction of flow;
- (3) Impoundment or retention / detention structures for stormwater, if required;
- (4) Preliminary two and ten year stormwater runoff quantities entering and leaving the site at each discharge point
- (5) Location of discharge points, velocity dissipation measures;
- (6) Location of existing and proposed storm sewer and inlet structures and culverts;
- (7) Floodway and floodway fringe areas, flood hazard soil boundaries, flood storage area easements, and regulatory flood protection elevations; indicating source of information;
- (8) Summary of Water Quality/Quantity calculations on sheet with a separate more detailed calculation packet included.



**(h) Public Utility Information.**

- (1) Existing and proposed sanitary sewers, manholes, clean-outs, water lines, stubs, fire hydrants, fire lines, valves, backflow prevention devices showing make and model, meters, with pipe sizes and locations indicated as applicable;
- (2) Profiles of sanitary sewer lines only if required by the Public Utilities Director to properly determine the feasibility of a proposed system;
- (3) Well and septic tank locations, community septic system facilities where applicable;
- (4) Force mains, pump stations if applicable;

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**(i) Special Information.**

- (1) In all Special Highway Overlay Districts, protective yard areas along major access corridors and principal arterials, and distance from interchange if along a side street;
- (2) In Reservoir Watershed Protection Areas, watercourse buffer areas as required in §10-3059(b), square foot amount of existing and proposed impervious surface area per lot, estimated amount of impervious surface area of proposed public and private streets and public improvements, the location of and areas served by facilities used to retain the first one-half (1/2) inch of storm water as required in §10-3052(a), the allocation of impervious surface limitations to lots;
- (3) In Metro Park Protection Overlay Districts, watercourse buffer areas, impervious surface calculations, tree inventory if impervious surface area exceeds 30%, park buffer yards;
- (4) Any other information that may be requested by the reviewing authority.

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**(j) Tree Conservation Plan, if applicable, (Refer to TC-07-04 Tree Conservation Ordinance) (NEW).**

- (1) (Sheet 1) Requires a separate Tree Conservation Map with all proposed tree conservation areas(TCA's), see Section 10-2082.14);
- (2) Label Primary and Secondary Tree Conservation Areas utilizing the "Standardized Designation For Tree Conservation Areas" list.
- (3) (Sheet 2) Show existing and proposed grades, combining an accurate location of tree protection fence, also show acreage calculations of tree conservation areas as listed in Tree Conservation Data Sheet.
- (4) Completed Tree Conservation Data Sheet;
- (5) (Sheet(s) 3+) For the Secondary Tree Conservation Areas include the following;
  - a. Photo panoramic panel of proposed secondary TCA's. Each photo to represent 50 linear feet of tree conservation area. Include **(2 copies)**.
  - b. Certified tree cover report with description of each 50' of TCA. **(2 copies)**.
  - c. Most recent aerial photo.

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- (k) Below, provide a description of how your plan conforms to the guidelines of the Comprehensive Plan, including information such as Planning District, Small Area Plan, Corridor Plan, oversized focus area, PBOD, focus area and recommended use(s) for the property. (NEW)**

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**Wake County Public School System  
New Residential Development Notification**

**City of Raleigh**

Date of Application \_\_\_\_\_  
Developer \_\_\_\_\_ Phone number \_\_\_\_\_  
Developer's Representative \_\_\_\_\_ Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_ E-mail address \_\_\_\_\_  
Name of residential development \_\_\_\_\_  
Location- address \_\_\_\_\_  
If no address, located on \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_

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PIN (s) \_\_\_\_\_ Total acres \_\_\_\_\_

***Lot-by-lot developments***

Number of single family lots proposed \_\_\_\_\_  
Number of two family lots proposed \_\_\_\_\_  
Number of three family lots proposed \_\_\_\_\_

There is a correlation between the size of housing and the number of school children added to the system. Could you estimate the range of how large the dwelling units in your subdivision will be, either in square feet or in number of bedrooms?

\_\_\_\_\_ Sq. ft \_\_\_\_\_ Bedrooms

Phasing- how many dwelling units do you anticipate will be constructed each year \_\_\_\_\_

***Attached and multi-family dwelling units***

Number of 2 bedroom dwelling units expected to be completed for occupancy.  
2000 \_\_\_\_\_ 2001 \_\_\_\_\_ 2002 \_\_\_\_\_ Future years \_\_\_\_\_

Number of 3 bedroom dwelling units expected to be completed for occupancy.  
2000 \_\_\_\_\_ 2001 \_\_\_\_\_ 2002 \_\_\_\_\_ Future years \_\_\_\_\_

***Number of 4 or more bedroom dwelling units expected to be completed for occupancy.***  
2000 \_\_\_\_\_ 2001 \_\_\_\_\_ 2002 \_\_\_\_\_ Future years \_\_\_\_\_

What is your target market?

Empty nesters or senior housing? \_\_\_\_\_  
First-time homebuyers? \_\_\_\_\_  
Move-up buyers with young children? \_\_\_\_\_  
Move-up buyers with older children? \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY LOCAL GOVERNMENT STAFF**

PLEASE FAX TO RAMEY BEAVERS, HEAD OF STUDENT ASSIGNMENT FOR THE Wake County PUBLIC SCHOOL SYSTEM AT **850-1671**, AND TO MAJA VOUK AT THE Wake County PLANNING DEPARTMENT AT **856-6184**.

Date faxed \_\_\_\_\_ By \_\_\_\_\_